



## **Subgrantee Questionnaire on Internal Controls and Grant Management**

**Please review these questions. If you can answer the majority of these questions with confidence, your organization more has strong internal controls in place. Remember to document and update regularly your financial and program operations policies and procedures so that you are able to provide copies of any written policies and procedures when necessary.**

- 1. Do you have written financial policies and procedures?**
- 2. Do you have record retention policies?**
- 3. How do you ensure compliance with your budget? Are their reviews conducted and how often?**
- 4. Are timesheets signed by both the AmeriCorps member and supervisor? When and how are hours recorded and in what detail? Is there any approval process and when is it performed?**
- 5. Were consultants used for the AmeriCorps program? If so, is there a specific General Ledger account used for consultant costs?**
- 6. Do you know the amount of administrative costs allowed for both federal and grantee share? How do you assure those limits are not exceeded?**
- 7. What are your purchasing policies and procedures? Was there a single purchase over \$5,000 and was it pre-approved by the Commission?**
- 8. Is there inventory control over equipment?**
- 9. Are audits or reconciliations to the General Ledger performed and how often?**
- 10. Ensure you understand and know your grant's matching requirements. How do you ensure the matching requirements are met and what match documentation is retained ?**
- 11. Does your program generate any income? If so, how is it accounted for, used, and reported to the Commission?**
- 12. What is the process used to notify the Commission about any program budget or scope changes in the program?**



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- 13. What financial and programmatic reports do you file with the Commission and what are the due dates? How do you ensure reporting deadlines are met?**
- 14. Is there an indirect cost rate agreement in place? If not, how are claimed indirect costs calculated and documented?**
- 15. Please describe the financial reporting preparation process, including which accounting system records are used. Is this process documented?**